



## **Superior Court of California, County of San Bernardino Employment Opportunity**

### **HRIS PROJECT MANAGER \*\*\* CONTRACT POSITION \*\*\* Salary: DOQ**

**Application deadline: Open until filled  
Announcement # 09-019**

The eligible list resulting from this recruitment will be used to fill current vacancy in San Bernardino. Position may be full time or part time. **Contract for this position expires June 30, 2010 with an extension option.**

**The Position:** This position will be responsible for the effective implementation of the Human Resource and Payroll system. This role requires the organizational skills of a project manager, the analysis and development ability of a business analyst and advisory skills of functional lead. This position will work closely with Human Resources, Payroll, Finance, Information Systems, and the Project implementation team and manages a multi-disciplinary team. Specific duties and responsibilities include:

- Works with key stakeholders to define the current situation and desired future state.
- Develops and manages the project plan
- Identifies and proactively manages project risks
- Provides status reports to key stakeholders.
- Gathers business requirements and documents functional and technical specifications.
- Facilitates coordination between functional and technical subject matter experts as necessary.
- Documents new business processes in relation to the project.
- Manages testing and training of new applications, systems and technologies.
- Develops communication materials and coordinates internal and external communications.
- Manages rollout of new processes and technologies to end users.

**Requirements:** Bachelor's degree in a business related field, MBA a plus; 5 – 7 years HR experience, 3 – 5 years project management leadership experience, SAP Human Capital Management experience, experience in development and implementation of HR applications and systems, process development/definition in a SAP environment is highly desirable, proven analytical skills, proficiency with Microsoft Excel, Access, Word and PowerPoint.

**How to Apply:** Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894 or on the internet at [www.sb-court.org](http://www.sb-court.org). **Faxed or electronic applications will NOT be accepted.**

**Benefits:** Paid holidays, vacation, and sick leave; retirement (PST) plan; employee health insurance (medical, dental).

**Employment is contingent upon passing drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).**

**The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.**

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